

Job Application for Summer Internship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the summer internship position at [Company Name] as advertised [mention where you found the job posting]. I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University], and I am eager to apply my skills in a real-world setting.

The opportunity to work with [Company Name] excites me, especially because of [mention something notable about the company or its projects]. I believe my background in [mention relevant skills/experiences] makes me a suitable candidate for this role.

Attached is my resume for your consideration. I look forward to the possibility of discussing how I can contribute to your team and gain valuable experience during this internship. Thank you for your time.

Sincerely,

[Your Name]